



**Tennessee Department of Environment and Conservation
Office of Grants and Contracts Administration
TDEC Grants Consultant (Grants Analyst 3)
Annual Salary Range: \$39,996 - \$63,972**

About the Tennessee Department of Environment and Conservation (TDEC)

The department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards
- Protecting and improving the quality of Tennessee's land, air, and water
- Managing the system of 56 Tennessee State Parks and 83 Natural Areas

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

About the Office of Grants and Contracts Administration

The Office of Grants and Contracts Administration provides a systematic approach to the grants administered by various programs at TDEC as well as generate additional revenue for agency programs and services by applying for and acquiring additional grants and requests for proposals.

Summary & Distinguishing Features

TDEC's Grants Consultant position is an Executive Services position located in the Nashville Central Office. Under the supervision of the Director of Grants and Contracts Administration, this position will be responsible for analyzing Requests for Proposals (RFPs) and producing high quality grant proposals within a specified timeframe that will result in grant awards for the Department of Environment and Conservation. The Grants Consultant position will manage grant projects for compliance and future award status. Occasional in state travel may be required.

Duties and Essential Functions:

- Assist in the development of TDEC's annual grant funding goals and create an action plan to achieve them.
- Lead the preparation and development of government and private foundation grant proposals, including all external and internal outreach and planning required, drafting of the

narrative, budget, and supportive documentation. Ensure all internal and final deadlines are met and proposal components are reviewed by relevant staff.

- May coordinate project activities including preparation of correspondence, presentation materials and manuscripts.
- Maintain funding database, tracking system and confidential files.
- Develop comprehensive expertise in identifying and soliciting grants collaborating with all divisions of TDEC.
- Analyze Requests for Proposals and prepares analysis for appropriate management.
- Research government, private foundations and other potential funding sources to identify those that are compatible with the department's mission, values and programs and could support our strategic goals.
- Oversees and conducts reviews and analyses of grant recipient programs; monitors programs to determine compliance to federal, state regulations and provisions of contract.

Competencies Required:

- Excellent technical writing skills.
- Uses rigorous logic and methods to solve difficult problems with effective solutions.
- Can anticipate future trends and consequences accurately.
- Has broad knowledge and perspective.
- Can create competitive and breakthrough strategies and plans.
- Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure.
- Accurately scopes out length and difficulty of tasks and projects.
- Competent to set realistic objectives and goals breaking down the process into steps.
- Measures performance against goals.

QUALIFICATIONS: Graduated from an accredited college or university with a Bachelors of Business Administration, Public Policy, Bachelor of Arts or related fields. Minimum of one year prior experience in producing grant proposals. Advanced degree or additional graduate coursework in business administration, public administration or other acceptable field may be substituted for the required one year of professional level experience.

All interested candidates should submit via email (TDEC.Careers@tn.gov) resume and cover letter to Beth Smith, Director, Office of Talent Management. The position will remain posted until March 18, 2016. Additional questions regarding the position should be sent to TDEC.Careers@tn.gov.

Beth Smith, Director, Office of Talent Management

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TDEC is an AA/EEO/ADA equal opportunity employer.